



## EMPLOYMENT STATUS MAINTENANCE LOG DETAIL INQUIRY (QESD)

**Step 3** Let's continue to review each field.

**UNION AFFILIATION** – Displays the employee's union affiliation, if any.

**POSITION NUMBER** – Displays the identification number of the position.

**% FULL-TIME** – Displays the percentage of time that the employee works full-time in this position (title).

**TABLE-DRIVEN PAY** – Indicates if a table drives the employee's base pay.

**STEP** – Displays the employee's step.

**EEO FULL-TIME** – If the employee is considered full-time for EEO classification purposes, Yes is indicated. Otherwise, No or Not Applicable is indicated.

**UNION MEMBER** – If the employee is a union member, Yes is indicated. Otherwise, No or Not Applicable is indicated.

### Applicant Information

**APPLICANT ID** – If the Applicant Tracking Subsystem (ATS) is utilized, displays the Applicant ID, if any.

**JOB NOTICE ID** – If the Applicant Tracking Subsystem (ATS) is utilized, displays the Job Notice ID, if any.

### DATES PANEL

**PROBATION START** – Displays the first date of an employee's probation, if applicable.

**PROBATION END** – Displays the last date of an employee's probation, if applicable.

**PAY PROGRESSION** – Displays the progression start date used in calculating table driven pay.



## EMPLOYMENT STATUS MAINTENANCE LOG DETAIL INQUIRY (QESD)

**Employment Status Maintenance Log Detail Inquiry**

Employee ID	070 - 41 - 0001			Appointment ID		Alternate ID	
Prefix	First	Middle	Last	Suffix			
	JOYCE	J	MEISTER				
Effective Date	04 / 01 / 00		Expiration Date	99 / 99 / 99		Original Appt Date	04 / 01 / 00
Update Date	05 / 26 / 00		Update Time	11:56:51		MTI Trans Number	000526020090

**Dates**

Probation Start	04 / 01 / 00	Probation End	09 / 30 / 00
Pay Progression	/ /	Time Limit Control	/ /
Benefits Progression	04 / 01 / 00	Leave Progression	04 / 01 / 00

**Employment Status Maintenance Log Detail Inquiry**

Employee ID	070 - 41 - 0001			Appointment ID		Alternate ID	
Prefix	First	Middle	Last	Suffix			
	JOYCE	J	MEISTER				
Effective Date	04 / 01 / 00		Expiration Date	99 / 99 / 99		Original Appt Date	04 / 01 / 00
Update Date	05 / 26 / 00		Update Time	11:56:51		MTI Trans Number	000526020090

**Position Attributes**

Payroll Number	650	Title	004381	Sub-title	T1	Assignment Type
Pay Class	PUS	Time Class		<input checked="" type="radio"/> Permanent <input type="radio"/> Temporary <input type="radio"/> None		
Civil Service Status	UCPY					

**Overrides**

Grade				
Pay Policy		Leave Policy		Benefits Policy
FLSA	<input type="radio"/> Exempt <input type="radio"/> Non-exempt <input checked="" type="radio"/> No Override	FLSA Profile		

## EMPLOYMENT STATUS MAINTENANCE LOG DETAIL INQUIRY (QESD)

**Step 3** Let's continue to review each field.

**TIME LIMIT CONTROL** – Displays the employee's time limit control date, if applicable.

**BENEFITS PROGRESSION** – Displays the date used to calculate a rate for certain benefits, if applicable.

**LEAVE PROGRESSION** – Displays the date used to calculate the rate used for automated leave accrual.

### ASSIGNMENT ATTRIBUTES PANEL

**PAYROLL NUMBER** – Displays the employee's payroll number.

**TITLE** – Displays the employee's title.

**SUB-TITLE** – Displays the employee's sub-title, if any.

**PAY CLASS** – Displays the employee's pay class.

**TIME CLASS** – Displays the employee's time class.

**CIVIL SERVICE STATUS** – Displays the employee's civil service status.

**ASSIGNMENT TYPE** – The employee's type of assignment is either indicated as Permanent, Temporary, or None.

**GRADE** – Displays the employee's grade override, if any.

**PAY POLICY** – Displays the employee's pay policy override code, if any.

**LEAVE POLICY** – Displays the employee's leave policy override code, if any.



## EMPLOYMENT STATUS MAINTENANCE LOG DETAIL INQUIRY (QESD)

**Employment Status Maintenance Log Detail Inquiry**

Employee ID: 070 - 41 - 0001      Appointment ID:      Alternate ID:     

Prefix: First: JOYCE      Middle: J      Last: MEISTER      Suffix:     

Effective Date: 04 / 01 / 00      Expiration Date: 99 / 99 / 99      Original Appt Date: 04 / 01 / 00

Update Date: 05 / 26 / 00      Update Time: 11:56:51      MTI Trans Number: 000526020090

Job Assignment      Dates      Assignment Attributes      Pay Parameters      Certificate/Remarks

Pay Type	Amt	%	Income	Effective Date	Expiration Date
		<input checked="" type="radio"/> <input type="radio"/>		/ /	/ /
		<input checked="" type="radio"/> <input type="radio"/>		/ /	/ /
		<input checked="" type="radio"/> <input type="radio"/>		/ /	/ /
		<input checked="" type="radio"/> <input type="radio"/>		/ /	/ /

**Employment Status Maintenance Log Detail Inquiry**

Employee ID: 070 - 41 - 0001      Appointment ID:      Alternate ID:     

Prefix: First: JOYCE      Middle: J      Last: MEISTER      Suffix:     

Effective Date: 04 / 01 / 00      Expiration Date: 99 / 99 / 99      Original Appt Date: 04 / 01 / 00

Update Date: 05 / 26 / 00      Update Time: 11:56:51      MTI Trans Number: 000526020090

Job Assignment      Dates      Assignment Attributes      Pay Parameters      Certificate/Remarks

Certificate Number:      Certificate Date: / /

Remarks:



## EMPLOYMENT STATUS MAINTENANCE LOG DETAIL INQUIRY (QESD)

**Step 3** Let's continue to review each field.

**BENEFITS POLICY** – Displays the employee's benefits policy override code, if any.

**FLSA** – Displays whether the employee's FLSA eligibility has been overridden.

**FLSA PROFILE** – Displays the employee's FLSA profile override code, if any .

### PAY PARAMETERS PANEL

**PAY TYPE (1-4)** – Displays the employee's pay type.

**AMT AND %** - Selects Amt if the pay rate is based on a specific amount. Selects % if the pay rate is based on a percentage.

**INCOME** – The amount of income is displayed if amount was selected. The percentage of base pay is displayed if percent was selected.

**EFFECTIVE DATE (1-4)** – Displays the date pay data became effective.

**EXPIRATION DATE (1-4)** – Displays the date pay data expires.

### CERTIFICATE/REMARKS PANEL

**CERTIFICATE NUMBER** – Displays the number of the certificate that an employee is on when hired or promoted in a merit agency.

**CERTIFICATE DATE** – Displays the date (*mm/dd/yy*) of the certificate that an employee is on when hired or promoted in a merit agency.

**REMARKS** – Displays any additional comments.



## EMPLOYEE PAY RATE HISTORY INQUIRY (QRTE)

**Employee Pay Rate History Inquiry**

Name: MEISTER, JOYCE J

Employee ID: 070 - 41 - 0001 Appointment ID:

Selection Date: 05 / 26 / 00 Pay Type:

	Effective Date	Expiration Date	Personnel Action	Employment Status	Title / Sub-title	Table Driven Pay	Grade	Step
1	04 01 00	05 26 00	NHIRE	1	004381 T1	Y	A10	F
2								
3								
4								
5								
6								
7								
8								
9								
10								

**Employee Pay Rate History Inquiry**

Name: MEISTER, JOYCE J

Employee ID: 070 - 41 - 0001 Appointment ID:

Selection Date: 05 / 26 / 00 Pay Type:

	Title / Sub-title	Table Driven Pay	Grade	Step	Agency	Organization	Amount Basis	Pay Rate	Component Pay Type
1	004381 T1	Y	A10	F	650	BE00	P	753.5000	
2									
3									
4									
5									
6									
7									
8									
9									
10									



## EMPLOYEE PAY RATE HISTORY INQUIRY (QRTE)

The Employee Pay Rate History Inquiry (QRTE) window displays detailed pay rate information for an employee. This window can also be used to scan an employee's pay progression.

**Step 1** To open the QRTE from the SAM II Desktop Navigator window, click on the GO TO icon. Type **QRTE** in the **CODE**. Click on the Open button.

**Step 2** Populate the following field to narrow your search on the QRTE window.

**NAME** – Displays the employee's full name (last name, first name, and middle initial).

**EMPLOYEE ID** – Enter the employee's social security number. Type **070-41-0001**.

Select **DISPLAY: BROWSE DATA**.

**Step 3** Let's continue to review each field.

**APPOINTMENT ID** – If the employee holds more than one position, enter the appointment identification number to indicate which position is affected. Leave blank to indicate the employee's primary appointment.

**SELECTION DATE** – The current date is displayed; however, you may enter a date to retrieve information for a specific day.

**PAY TYPE** – You can enter a specific pay type to see the information for the current year or a specified year. Valid values are located on the Event Type (EVNT) window. The type of pay the employee received on the given date is displayed. If blank, only rates for base pay type are displayed.

**EFFECTIVE DATE** – The date data became effective is displayed.

**EXPIRATION DATE** – Displays the date data expires.

**PERSONNEL ACTION** – Displays the personnel action performed on the employee.

**EMPLOYMENT STATUS** – Displays the employee's employment status.



## EMPLOYEE PAY RATE HISTORY INQUIRY (QRTE)

**Employee Pay Rate History Inquiry**

Name:

Employee ID:  Appointment ID:

Selection Date:  Pay Type:

	Title / Sub-title	Table Driven Pay	Grade	Step	Agency	Organization	Amount Basis	Pay Rate	Component Pay Type
1	004381 T1	Y	A10	F	650	BE00	P	753.5000	
2									
3									
4									
5									
6									
7									
8									
9									
10									



## NOTES



## EMPLOYEE PAY RATE HISTORY INQUIRY (QRTE)

**Step 3** Let's continue to review each field.

**TITLE/SUB-TITLE** – Displays the employee's title and sub-title, if applicable.

**TABLE-DRIVEN PAY** – Indicates if the employee's base pay is table driven.

**GRADE** – Displays the employee's pay grade.

**STEP** – Displays the employee's step.

**AGENCY** – Displays the agency the employee reports to.

**ORGANIZATION** – Displays the organization the employee reports to.

**AMOUNT BASIS** – Displays the amount basis the employee is paid by. The basis can be annually, hourly, daily, or by pay period.

**PAY RATE** – Displays the pay rate for this event. If no pay rate can be found for the employee, asterisks are displayed for base pay.

**COMPONENT PAY TYPE** – Displays the component pay type associated with this pay event.





## EMPLOYMENT VERIFICATION INQUIRY (QVER)

**Employment Verification Inquiry**

Name: MEISTER, JOYCE J

Employee ID: 070 - 41 - 0001 Appointment ID: Selection Date: 07 / 11 / 00

Last Personnel Action: NHIRE NEW HIRE Last Personnel Reason: A05

Effective Date: 04 / 01 / 00 Expiration Date: 99 / 99 / 99

Pay Rate	Employee Attributes	Appointment Information	Personal Information
Annual Hours	2080.0000	Annual Rate	18,083.9360
Hours Per Day	8.00000	Percent FTE	1.0000
Base Rate	753.5000	Amount Basis	P
Pay Policy	DMH	Grade	A10
Step	F		

Current Selection Year			Previous Selection Year		
Base	00	Base Total: 1,507.00	Base	99	Base Total: 0.00
Gross	00	Gross Total: 1,507.00	Gross	99	Gross Total: 0.00



## NOTES



## EMPLOYMENT VERIFICATION INQUIRY (QVER)

The Employment Verification Inquiry (QVER) window is used to display a summary of employee data entered in the Employment Status Maintenance (ESMT), Employee Address Maintenance (ADDR) and Employee Attribute (ATTR) windows.

**Step 1** To open the QVER from the SAM II Desktop Navigator window, click on the GO TO icon. Type **QVER** in the **CODE**. Click on the Open button.

**Step 2** Populate the following field to narrow your search on the QVER window.

**NAME** – The employee's full name (last name, first name, and middle initial) is displayed.

**EMPLOYEE ID** – Enter the employee's social security number. Type **070-41-0001**.

Select **DISPLAY: BROWSE DATA**.

**Step 3** Let's review each field.

**APPOINTMENT ID** – If the employee holds more than one position, an appointment ID is assigned to an employee to identify secondary appointments. If you leave this field blank, the displayed employee data pertains to the employee's primary appointment. If you enter an ID in this field, the employee data pertains to the identified secondary appointment.

**SELECTION DATE** – Enter the date for which you want to view employee data. The field defaults to the system date.

**LAST PERSONNEL ACTION** – The last personnel action taken on the employee is displayed. Both the code and description are displayed.

**LAST PERSONNEL REASON** – The reason for the last personnel action taken on the employee is displayed.

**EFFECTIVE DATE** – The date the assignment became effective is displayed.

**EXPIRATION DATE** – The date the assignment expires is displayed.



## EMPLOYMENT VERIFICATION INQUIRY (QVER)

**Employment Verification Inquiry**

Name: MEISTER, JOYCE J

Employee ID: 070 - 41 - 0001 Appointment ID: Selection Date: 07 / 11 / 00

Last Personnel Action: NHIRE NEW HIRE Last Personnel Reason: A05

Effective Date: 04 / 01 / 00 Expiration Date: 99 / 99 / 99

Pay Rate	Employee Attributes	Appointment Information	Personal Information
Annual Hours	2080.0000	Annual Rate	18,083.9360
Hours Per Day	8.00000	Percent FTE	1.0000
Base Rate	753.5000	Amount Basis	P
Pay Policy	DMH	Grade	A10
Step	F		

Current Selection Year				Previous Selection Year			
Base	00	Base Total	1,507.00	Base	99	Base Total	0.00
Gross	00	Gross Total	1,507.00	Gross	99	Gross Total	0.00



## NOTES



## EMPLOYMENT VERIFICATION INQUIRY (QVER)

**Step 3** Let's continue to review each field.

### PAY RATE PANEL

**ANNUAL HOURS** – Displays the average number of hours the employee has been slated to work in the selection year.

**ANNUAL RATE** – Displays the employee's annual salary.

**HOURS PER DAY** – Displays the average number of hours the employee works per day for the given assignment.

**PERCENT FTE** – Displays the percentage of full time the employee works.

**BASE RATE** – Displays the employee's base rate of pay.

**AMOUNT BASIS** – Displays the amount basis for the base rate (i.e., annual, hourly, weekly, daily, or by pay period).

**PAY POLICY** – Displays the employee's pay policy.

**GRADE** – Displays the employee's grade.

**STEP** – Displays the employee's step.

### Current Selection Year

**BASE** – Displays the year of the selection date.

**BASE TOTAL** – Displays the employee's total base pay for the selection year.

**GROSS** – Displays the year of the selection date.

**GROSS TOTAL** – Displays the employee's total gross pay for the selection year.



## EMPLOYMENT VERIFICATION INQUIRY (QVER)

Employment Verification Inquiry			
Name	MEISTER, JOYCE J		
Employee ID	070 - 41 - 0001	Appointment ID	
Selection Date	05 / 26 / 00		
Last Personnel Action	NHIRE	NEW HIRE	
Last Personnel Reason	A05		
Effective Date	04 / 01 / 00	Expiration Date	01 / 31 / 01
<div> <div>Pay Rate</div> <div>Employee Attributes</div> <div>Appointment Information</div> <div>Personal Information</div> </div>			
Title	004381	Sub-title	T1 DEPARTMENT OF MENTAL HEALT
Agency	650	Organization	BE00 BELLEFONTAINE HC
Employment Status	1	ACTIVE	Pay Class PUS
Deduction Policy	STAND		Work Location
Leave Policy	DMH		FLSA Profile 7DU
<input type="checkbox"/> Union Member	Union		
Civil Service Description	UCP MERIT		



## NOTES



## EMPLOYMENT VERIFICATION INQUIRY (QVER)

**Step 3** Let's continue to review each field.

### Previous Selection Year

**BASE** – Displays the year previous to the selection year.

**BASE TOTAL** – Displays total base pay for the year previous to the selection year.

**GROSS** – Displays the year previous to the selection year.

**GROSS TOTAL** – Displays the total gross pay for the year previous to the selection year.

### EMPLOYEE ATTRIBUTES PANEL

**TITLE** – Displays the employee's title.

**SUB-TITLE (1-2)** – Displays the employee's subtitle.

**AGENCY** – Displays the employee's agency.

**ORGANIZATION (1-2)** – Displays the employee's organization.

**EMPLOYMENT STATUS (1-2)** – Displays the employee's employment status.

**PAY CLASS** – Displays the employee's pay class.

**DEDUCTION POLICY** – Displays the employee's deduction policy.

**WORK LOCATION** – Displays the employee's work location.

**LEAVE POLICY** – Displays the employee's leave policy.

**FLSA PROFILE** – Displays the employee's FLSA profile code.

**UNION MEMBER** – If the employee is a member of a union, this field is selected; otherwise, the field is not selected.

**UNION** – If the employee belongs to a union, the union description is displayed.

**CIVIL SERVICE DESCRIPTION** – Displays the employee's civil service status description.



## EMPLOYMENT VERIFICATION INQUIRY (QVER)

**Employment Verification Inquiry**

Name: MEISTER, JOYCE J

Employee ID: 070 - 41 - 0001 Appointment ID: Selection Date: 05 / 26 / 00

Last Personnel Action: NHIRE NEW HIRE Last Personnel Reason: A05

Effective Date: 04 / 01 / 00 Expiration Date: 01 / 31 / 01

Pay Rate Employee Attributes Appointment Information Personal Information

Original Appointment Date: 04 / 01 / 00 Elapsed Time: 00 / 01 Service Hours: :00

Leave Progression Start Date: 04 / 01 / 00 Elapsed Time: 00 / 01

Pay Progression Start Date: / / Elapsed Time: /

Alternate Appointments

	Employment Status	Appointment ID	Title	Sub-title	Description	Effective Date	Expiration Date
1							
2							
3							
4							

**Employment Verification Inquiry**

Name:

Employee ID: - - Appointment ID: Selection Date: / /

Last Personnel Action: Last Personnel Reason:

Effective Date: / / Expiration Date: / /

Pay Rate Employee Attributes Appointment Information Personal Information

Original Appointment Date: / / Elapsed Time: / Service Hours:

Leave Progression Start Date: / / Elapsed Time: /

Pay Progression Start Date: / / Elapsed Time: /

Alternate Appointments

	Title	Sub-title	Description	Effective Date	Expiration Date	Base Pay Rate	Amount Basis
1							
2							
3							
4							



## EMPLOYMENT VERIFICATION INQUIRY (QVER)

**Step 3** Let's continue to review each field.

### APPOINTMENT INFORMATION PANEL

**ORIGINAL APPOINTMENT DATE** – Displays the employee's original appointment date.

**ELAPSED TIME** – Displays the number of years and months between the selection date and the original appointment date.

**SERVICE HOURS** – Displays the actual number of hours the employee has worked in the year selected.

**LEAVE PROGRESSION START DATE** – Displays the date the employee's leave progression began.

**ELAPSED TIME** – Displays the number of years and months between the selection date and the leave progression start date.

**PAY PROGRESSION START DATE** – Displays the date the employee's pay progression began.

**ELAPSED TIME** – Displays the number of years and months between the selection date and the pay progression start date.

### Alternate Appointments

**EMPLOYMENT STATUS** - Displays the employment status for the appointment summarized in the line.

**APPOINTMENT ID** - Displays the employee's appointment ID for the appointment summarized in the line.

**TITLE** – Displays the employee's title for the appointment summarized in the line.

**SUB-TITLE** – Displays the employee's sub-title for the appointment summarized in the line.

**SUB-TITLE DESCRIPTION** – Displays the long description of the employee's sub-title.



## EMPLOYMENT VERIFICATION INQUIRY (QVER)

**Employment Verification Inquiry**

Name	MEISTER, JOYCE J		
Employee ID	070 - 41 - 0001	Appointment ID	
Selection Date	05 / 26 / 00		
Last Personnel Action	NHIRE	NEW HIRE	
Last Personnel Reason	A05		
Effective Date	04 / 01 / 00	Expiration Date	01 / 31 / 01

Pay Rate   Employee Attributes   Appointment Information   Personal Information

Date of Birth: 04 / 12 / 64   Age: 36

Address

P.O. BOX 388

City: JEFFERSON CITY   State: MO

Zip: 65102 - 0388   Country: USA

Phone: (   ) -   Ext:  



## NOTES



## EMPLOYMENT VERIFICATION INQUIRY (QVER)

**Step 3** Let's continue to review each field.

**EFFECTIVE DATE** - Displays the date the assignment for the appointment summarized in the line became effective.

**EXPIRATION DATE** – Displays the date the assignment for the appointment summarized in the line expires.

**BASE PAY RATE** – The employee's total base pay for that appointment is displayed.

**AMOUNT BASIS** – Displays the amount basis for the base rate (i.e., annual, hourly, weekly, and daily).

### PERSONAL INFORMATION PANEL

**DATE OF BIRTH** – Displays the employee's birthdate.

**AGE** – Displays the employee's age.

**ADDRESS (1-2)** – If the employee's mailing address and home address differ, the mailing address is displayed. Otherwise, the employee's home address is displayed.

**CITY** – Displays the employee's city.

**STATE** – Displays the employee's state.

**ZIP** – Displays the employee's zip code.

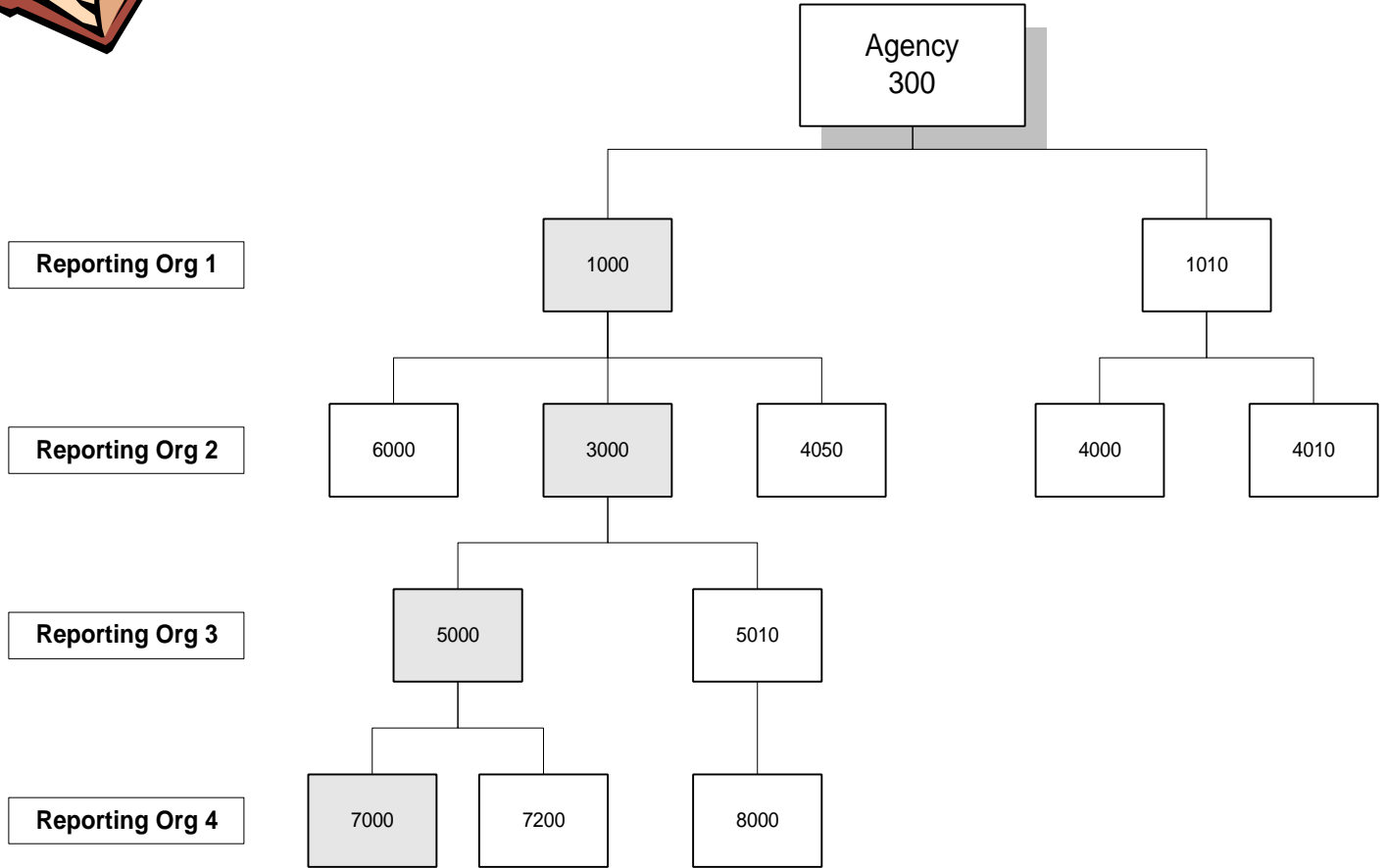
**COUNTRY** – Displays the employee's country.

**PHONE** – Displays the employee's phone number.

**EXT** – Displays the employee's phone extension.



## Reporting Organization Example





## REPORT DISTRIBUTION

The offline reports from the SAM II HR/Payroll System will currently be distributed among agencies as paper reports, as they have been in the past. All of the reports will be sorted by Agency and Organization. Further breakdown of report sorting may also occur, depending upon the information in the report (i.e. position, employee, payroll group, etc.).

These reports will also be available electronically through MOBIUS (Missouri Bibliographic Information User System). For information on how to obtain access to MOBIUS and a list of available reports go to the following Web site:

<http://www.state.mo.us/mo/samii/hr/mobius/index.htm>

### **Report Headers**

All of the Offline Reports will have similar headers. The header will list the title of the report, the report number, the run date and time of the report, the report page number, as well as other information pertaining to the breakdown of the report's sort criteria.

Most offline reports will indicate the Agency and Organization numbers for which information is being reported. In some cases, such as the Payroll Register Report HAR5200, the Payroll Number will be substituted for the Agency Number. The Payroll Number will be equal to the Agency Number.

### **Reporting Organization Structure**

Some of the offline report headers will include information pertaining to the breakdown of Reporting Organizations. These reports will list down to the lowest level Reporting Org and may include up to 12 levels.

The breakdown of the Reporting Org structure is illustrated on the opposite page. In this example, the information being reported for the shaded area is sorted down to fourth level Reporting Org. The Reporting Org at level 4 (7000) rolls up to the third level (5000) which rolls up the second level (3000) and so on.

In cases where the Reporting Organizations are listed on a report header, the lowest level Reporting Org listed will be the Home Agency for which information is being reported.



## TESTING YOUR KNOWLEDGE

1. Access the inquiry screen that displays information on a pay location. Is the employee's ID number displayed on the same inquiry screen?
2. Access the inquiry screen that will display the different types of deductions pending.
3. Access the inquiry screen that displays all issued checks/advices for a selected employee. Is the disposition date shown on this inquiry screen?
4. Access the inquiry screen that displays a summary of employee data entered in the Employment Status Maintenance (ESMT), Employee Address Maintenance (ADDR) and Employee Attribute (ATTR) windows.